

## 2012-2013 Instruments & Due Dates Chart for Craven County Schools

➡ Turn in required documents to HRS by your school's EOY submission date. Be sure each instrument is completed in ink with appropriate dates and signatures. NCEES electronic files are considered complete only when authenticated by both the evaluator and the person evaluated. Post conferences authenticated after 10 days by either the principal or teacher will not qualify toward the required number of observations.

Employees	Document(s) to turn in	NCEES online components	Who	When
<b>Beginning Teachers-BTs</b> <b>Standard Professional 1</b> NCEES status of Prob. 1-3) <b>And</b> <b>All other</b> <b>Probationary Teachers</b> <b>Standard Professional II</b> (NCESS status of Prob. 1-4)	General Indicators Page	<ul style="list-style-type: none"> <li>3 formal observations on all Standards 1-5</li> <li>Record of Activities with orientation and pre conference(s). Preconference required for at least the 1st observation. Note: All other authentications will automatically transfer to the Record of Activities.</li> <li>Summary Rating Sheet</li> <li>Professional Development Plan (beginning, mid, and end reviews) each authenticated by teacher, principal, and district mentor.</li> </ul>	1a. Principal	1a..Due Dates: <ul style="list-style-type: none"> <li>Orientation: authentication by July 20, 2012 (<b>Year Round Schools</b>)</li> <li>Orientation: authentication by August 31, 2012 (<b>Traditional Schools</b>)</li> <li>Orientation: authentication by August 9, 2012 (<b>Early Colleges</b>)</li> <li>Pre-Observation Conference: authentication on Record of Activities by November 9, 2012</li> <li>Observation #1, Post Conference, and initial PDP: authentication by November 16, 2012</li> <li>Observation #2 , Post Conference, and mid-year review of PDP: authenticated by February 15, 2013</li> <li>Observation #3, Post Conference, and final review of PDP: authentication by May 24, 2013</li> <li>Summary Evaluation Conference and authentication: by May 24, 2013</li> </ul>
		Formal observation-at least 45 mins. Mark all standards and elements with green check (✓). Standards and elements without a green check should be the only items marked <b>"not looked for."</b>	1b. Peer Observer/ Buddy Teacher	1b. Due Dates: <ul style="list-style-type: none"> <li>Peer Observation and Post Conference authentication by January 18, 2013. Pre-conference documentation on file with principal.</li> </ul>
	2. Mandatory Improvement Plan (MIP) Any Beginning Teacher whose evaluation indicates a need to go on MIP must get approval from the Assistant Superintendent of HRS.		2. Principal	2a. Write MIP as soon as the need arises. *Collaborate with the Assistant Superintendent of HRS <b>prior</b> to completing any action plan. 2b. Share MIP with employee. 2c. Complete and turn in to HRS, completed MIP and evaluation documents. <b>**For a non-renewal, notify HRS by March 1, 2013.</b>

## 2012-2013 Instruments & Due Dates Chart for Craven County Schools

Employees	Document(s) to turn in	NCEES online components	Who	When
<b>Career Status Teachers Renewal Year 5 /Contract Teachers Renewal Year 5 Standard Professional II</b> NCEES Status Career 5	General Indicators Page	<ul style="list-style-type: none"> <li>• <b>3 formal observations</b> on Standards 1 -5</li> <li>• Record of Activities with orientation and pre conference(s), (at least one) authenticated. Note: All other authentications will automatically transfer to the Record of Activities.</li> <li>• <b>Summary Rating Sheet</b></li> <li>• <b>Professional Development Plan</b> (beginning, mid, and end reviews) each authenticated by teacher and principal</li> <li>• <b>Self-Assessment</b> completed by teacher, Note: The Self-Assessment is required to be completed. It is not required to be shared “electronically” with the principal.</li> </ul>	1a. Principal	1a..Due Dates: <ul style="list-style-type: none"> <li>• <b>Orientation: authentication by July 20, 2012 (Year Round Schools)</b></li> <li>• <b>Orientation: authentication by August 31, 2012 (Traditional Schools)</b></li> <li>• <b>Orientation: authentication by August 9, 2012 (Early Colleges)</b></li> <li>• Pre-Observation Conference: authentication on Record of Activities by November 9, 2012</li> <li>• Observation #1, Post Conference, and initial PDP: authentication by November 16, 2012</li> <li>• Observation #2 , Post Conference, and mid-year review of PDP: authenticated by February 15, 2013</li> <li>• Observation #3, Post Conference, and final review of PDP: authentication by May 24, 2013</li> <li>• Summary Evaluation Conference and authentication: by May 24, 2013</li> </ul>
	* Mandatory Improvement Plan (MIP). Any Career Teacher whose evaluation indicates a need to go on MIP must get approval from the Assistant Superintendent of HRS.		*Principal	<ol style="list-style-type: none"> <li>1. Write MIP as soon as the need arises. *Collaborate with the Assistant Superintendent of HRS <b>prior</b> to completing any action plan.</li> <li>2. Share MIP with employee.</li> <li>3. Complete and turn in to HRS, completed MIP and evaluation documents.</li> </ol> <b>**For a non-renewal, notify HRS by March 1, 2013.</b>

## 2012-2013 Instruments & Due Dates Chart for Craven County Schools

Employees	Document(s) to turn in	NCEES online components	Who	When
<b>Career Status Teachers Not in Renewal Year /Contract Teachers Not in Renewal Year</b> <b>Standard Professional II</b> NCEES Status Career 1-4	General Indicators Page	<ul style="list-style-type: none"> <li>• <b>2 informal observations</b> on Standards 1 and 4</li> <li>• <b>Record of Activities</b> with orientation authenticated, Note: All other authentications will automatically transfer to the Record of Activities.</li> <li>• <b>Summary Rating Sheet</b></li> <li>• <b>Professional Development Plan</b> (beginning, mid, and end reviews) each authenticated by teacher and principal</li> <li>• <b>Self-Assessment</b> completed by teacher, Note: The Self-Assessment is required to be completed. It is not required to be shared “electronically” with the principal.</li> </ul>	Principal	Due Dates: <ul style="list-style-type: none"> <li>• Orientation and <b>authentication</b>: by July 20, 2012 (YR)</li> <li>• Initial PDP authentication and <b>completed Self- Assessment</b>: by August 10, 2012 (YR)</li> <li>• Orientation and authentication: by August 31, 2012 (TRD)</li> <li>• Initial PDP and completed Self-Assessment: by Sept 18, 2012 (TRD)</li> <li>• Orientation and authentication: by August 9, 2012 (<b>Early Colleges</b>)</li> <li>• Initial PDP and Self Assessment: by August 27, 2012 (<b>Early Colleges</b>)</li> <li>• Observation #1, Post Conference authentication: by November 16, 2012</li> <li>• <b>Mid Year</b> PDP review and authentication: by February 15, 2013</li> <li>• Observation #2, Post Conference, and Review of PDP: authentication by May 24, 2013</li> <li>• Summary Evaluation Conference: authentication by May 24, 2013</li> </ul>
	* Mandatory Improvement Plan (MIP). Any Career Teacher whose evaluation indicates a need to go on MIP must get approval from the Assistant Superintendent of HRS.	*A teacher placed on a MIP will be evaluated by the principal on Standards 1-5 and on the required actions based on the MIP.	*Principal	1. Write MIP as soon as the need arises. *Collaborate with the Assistant Superintendent of HRS <b>prior</b> to completing any action plan. 2. Share MIP with employee. 3. Complete and turn in to HRS, completed MIP and evaluation documents. <b>**For a non-renewal, notify HRS by March 1, 2013.</b>

Employees	Document(s) to turn in	NCEES online components	Who	When
<b>Assistant Principal</b>	General Indicators	<p><b>Self-Assessment Rubric:</b> competed by the Assistant Principal and shared with Principal during the <u>initial</u> conference. Authentication not required.</p> <p><b>Goal Summary Form:</b> previously called the Professional Growth Plan. Completed by the Assistant Principal with consultation and guidance from the Principal during the initial conference. Authentication from both Principal and Assistant Principal. <b>MUST</b> include a goal for Standard 4.</p> <p><b>Progress Towards Achieving Goals:</b> Completed by the Principal during the <u>mid-year</u> review. Authentication required by both Principal and Assistant Principal.</p> <p><b>Evaluation Rubric:</b> completed by the Principal during the <u>final</u> evaluation conference. Authentication required by both Principal and Assistant Principal.</p> <p><b>Summary Evaluation Rating Form:</b> completed by the Principal during the final evaluation conference. Authentication required by both Principal and Assistant Principal.</p>	Superintendent or designee	<p>Due Dates:</p> <ul style="list-style-type: none"> <li>Initial conference including <b>Summary Goal Form</b> and completed <b>Self- Assessment:</b> by September 1, 2012. Note: Authentication required for Summary Goal Form. It is not required for the Self-Assessment Rubric.</li> <li>Mid-Year conference and <b>Progress Towards Achieving Goal:</b> authentication by January 18, 2013</li> <li>Summary Evaluation Conference including <b>Evaluation Rubric</b> and <b>Summary Evaluation Rating Form:</b> authentication by May 31, 2013</li> </ul>

Employees	Document(s) to turn in	NCEES online components	Who	When
<b>Principal</b>	General Indicators	<p><b>Self-Assessment Rubric:</b> competed by the Principal and shared with Superintendent or designee during the initial conference. Authentication not required.</p> <p><b>Goal Summary Form:</b> previously called the Professional Growth Plan. Completed by the Principal with consultation from the Superintendent or designee during the initial conference. Authentication from both Principal and Superintendent or designee. <b>MUST</b> include a goal for Standard 4.</p> <p><b>Progress Towards Achieving Goals:</b> Completed by the Superintendent or designee during the mid year review. Authentication required by both Principal and Superintendent or designee.</p> <p><b>Evaluation Rubric:</b> completed by the Superintendent or designee during the final evaluation conference. Authentication required by both Principal and Superintendent or designee.</p> <p><b>Summary Evaluation Rating Form:</b> completed by the Superintendent or designee during the final evaluation conference.</p>	Superintendent or designee	<p>Due Dates:</p> <ul style="list-style-type: none"> <li>Initial conference including <b>Summary Goal Form</b> and completed <b>Self- Assessment:</b> by September 1, 2012. Note: Authentication required for Summary Goal Form. It is not required for the Self-Assessment Rubric.</li> <li>Mid-Year conference and <b>Progress Towards Achieving Goal:</b> authentication by January 18, 2013</li> <li>Summary Evaluation Conference including <b>Evaluation Rubric</b> and <b>Summary Evaluation Rating Form:</b> authentication by May 31, 2013</li> </ul>